

CD R A F T

Meeting Minutes, 2/16/06

Committee for Citizen Involvement

CCI Members Present: Sue Carver, Basil Christopher, Teddi Duling, Bev Froude, Brian Kelly, Bill Scheiderich Trisha Swanson, and Stacie Yost

CCI Members Absent: Rick Parker

Staff Present: Duane Roberts, Beth St.Amand

1. Welcome and Introductions

Committee Chair Basil Christopher called the meeting to order at 7:02 PM.

2. Approval of Minutes

As a time saver, Basil asked committee members to send any meeting minute corrections or additions directly to Duane after the meeting. [None received.]

3. Comprehensive Plan Update Public Involvement Program

Beth St. Amand, Tigard Senior Planner and manager of the comprehensive plan project, began her presentation by pointing out that the present Tigard Comprehensive Plan dates from 1983, when the City population was approximately 18,000, or some one-third of what it is now. A comprehensive plan includes all aspect of the physical planning of a City and is intended to be long term. Oregon has maintained a strict statewide program for land use planning since 1973. State law requires local jurisdictions, including Tigard, to carry out a set of nineteen statewide planning goals through their comprehensive plans.

Bev commented that the results of the City's Visioning process should be considered in developing the updated comprehensive plan. Beth responded that the issues and values identified in the visioning process would be included. She pointed out that tradeoffs between values identified in the Vision report, such as between environmental protection and improvements to the transportation system, would be needed. She went on to point out that other documents also are relevant to and/or carry out the comprehensive plan, such as the park and transportation system master plans.

Basil asked who would use the revised comprehensive plan. Beth replied that comprehensive plan is intended to serve dual purposes. It expresses the community's desires and preferences and also helps meet state and Metro planning-related mandates.

Trisha asked if the comprehensive plan were a public document and if it were available on-line. Beth stated that the comp plan is a public document and that she believes it is available in whole or in part on the City webpage. *[Note: The 96-page Tigard Comprehensive Plan, Volume II, Finding, Policies, and Implementation Strategies, presently is available on-line at: [tigard-or.gov / city hall/ departments/ community development/ long range planning/ comprehensive plan](http://tigard-or.gov/cityhall/departments/community%20development/long%20range%20planning/comprehensive%20plan). Sometime during the*

week of March 12, 2006, this same document will be accessible via the Quick Links section of the City homepage. The 300 plus-page Tigard Comprehensive Plan, Volume 1, Resource Document, is not available on-line and there is no current plan to make it so available. Hard copies of this document are available for review in the Tigard Library and in City Hall.]

Beth touched on the public involvement program associated with the development of the comp plan. It includes regular check-ins with the CCI with regard to the public involvement process.

Stacey asked about the involvement of minority groups. Beth responded that the overall outreach plan, now under development, will address minority group participation. Bev that a plan is needed to reach out to minorities, one where they can get involved based on their specific interest areas.

Beth stated that beginning in April each issue of the *Cityscape* newsletter will include one story on a specific comp plan-related topic. Bev commented that a major need is a clear explanation of how people can get involved and have input.

Teddi commented that the CPO members are people who tend to get involved in the community and that the CPO newsletter is another way to inform the public about the comp plan effort.

Beth said that after publicity “the last piece is getting people to participate in the process.” Ideas include conducting an open house in the library. Teddi spoke of using a game like “Animal Crossing” as a way to involve kids.

Bill commented that the development of the new comp plan should be broken into elements, such as parks, transportation, annexation, and so on, with separate public meetings held on each topic.

Beth explained that the Planning Commission will function as the major steering committee for the plan development process, which also will include regular CCI check-ins. She envisions the CCI’s role as helping run community involvement events and participating in events in order critique or give feedback on the effectiveness of the events.

Basil asked if schools will be included in the public involvement program, to which Beth answer that they currently are not. Bill asked about the adoption of other plans, such as a facility plan, into the comp plan by reference. Beth responded that the other City plans could be included in the comprehensive plan. Thus far, no decision has been made regarding whether to include any other plans. Bill mentioned schools as a facility that should be considered for inclusion in the plan.

Basil asked that if one year from now someone is interested in some facet of the comp plan, would that person is able to jump in and still have some input. Some people may get involved three months down the road. These could be people who move into the community. Is there some provision for these and other late comers to participate in the process? Beth commented that the first year of the two-year work plan focuses on background information and existing conditions. Policy formulation is scheduled to begin

next year. Accordingly, current latecomers will have the opportunity to be involved in policy and decision making.

Basil asked if there were some way to measure how many people are aware of the proposed comp plan update program. A certain percentage will be aware that it's going on. Is there a way to get more people involved?

Teddi asked if it were possible to place an article in the Oregonian to publicize major comp plan events. Beth responded that all press releases would be sent to the Oregonian.

4. City Emergency Preparedness Plan

Mike Lueck, Tigard Emergency Management Coordinator, introduced this item. He provided background detail on the City's involvement in emergency preparedness. The City adopted its first emergency management plan in 1995. The City conducted a vulnerability assessment as part of this planning effort. The plan identified multiple sites as suitable for a potential emergency operations center.

The present county-wide plan follows the National Emergency Management System framework. It lays out operational procedures to respond to an emergency or disaster. In a large emergency, a county-wide management center, designed to be staffed by three shifts of 28 positions each, would be activated. The plan is intended to maintain the provision of critical services. The plan is under continual reviewed. Evacuation, sheltering, emergency are key elements included in the plan.

The recent New Orleans flood disaster was an eye opener for local emergency management officials. Emergency response training is conducted year round. On June 14th a full scale public exercise, known as "Tip Off" and involving police, fire, public works employees responding to a mock emergency is planned. According to Mike, "the scenario for the exercise was developed through a county-wide process and will test the collaborative partners at multiple levels of government especially the first responders in the field such as police, fire, and public works departments located within the County."

process The collaborative partners in the exercise are all the police, fire, and public works departments located within the County.

Teddi asked if local water service would be affected by an Oregon coastal tsunami. Mike responded that water service would not be affected, but that Tigard could be affected by an overflow of evacuees into the area.

The local CERT, or Community Emergency Response Training, is an eight week course designed to train community volunteers. According to Mike, "overall City Preparedness, CERT, and 72-hour Preparedness are the three main elements of the program. The city provides (2) training opportunities for CERT *24 hours) and 72-hour Preparedness (1.5 hours) to its citizens."

Basil commented that the transportation of hazardous materials by train and highway is an important local concern.

Bev asked what citizens are expected to do in terms of preparing for an emergency. Mike responded that people need to be prepared to survive for 72-hours without any assistance. Supply priorities include a radio, food, water, and a light source. Households also need a family communication plan.

Mike indicated that he is available for speaking engagements. The City webpage includes an emergency link. The translation of emergency information into Spanish currently is underway.

5. Other Business/Announcements/Next Agenda

The CCI discussed a public schools principal's panel, a Council joint meeting debriefing, and a Neighborhood Program update as potential topics for the March agenda.

The next CCI meeting is set for Thursday 3/16/06 in the City Hall Red Rock Room.